

**C O V E N A N T**  
**CHRISTIAN ACADEMY**



**COVENANT**

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**CHRISTIAN ACADEMY**

**2023-2024**  
**ELEMENTARY**  
**STUDENT - PARENT**  
**HANDBOOK**

**Covenant Christian Academy**

**4201 North Ware Road  
McAllen, Texas 78504**

**K5-5<sup>th</sup>**

**School Hours  
8:00 am - 3:30 pm**

**Office Hours  
7:30 am - 4:00 pm**

**Phone  
(956) 686-7886**

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(956) 686-9470**

**[www.ccamcallen.com](http://www.ccamcallen.com)**

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## **Section 1 Introduction**

### **1.1 Philosophy and Purpose**

The purpose of Covenant Christian Academy is to provide an education of academic excellence from a distinctly Christian perspective. Starting with the belief that God is the source of all truth and knowledge, education becomes the exciting task of learning the truths of God's creation, appropriating those truths in the building of character, and implementing this knowledge in the activities of daily life.

This view of education rests upon the historic Christian faith as contained in the Holy Scriptures. Covenant Christian Academy believes the admonition to "train up a child in the way he should go..." (Proverbs 22:6) includes a well-balanced and high quality education that is based on a Biblical foundation. Covenant Christian Academy offers, through its instruction, a demanding academic curriculum coupled with a strong emphasis upon the development of sound spiritual and moral values.

We maintain that Christianity is not merely a religion or just another subject. Christianity is the governing factor in all subjects, for only in Christ can a person realize the meaning of life and his place in God's creation. Students cannot be given a true account of the world or of society in an educational context devoid of God. It is our express purpose to teach every subject area from a Biblical perspective so that each student might live a life glorifying to God, and be able to confront confidently and with clarity those problems and challenges he will surely face.

Covenant Christian Academy is nondenominational in its enrollment policies, ministering to all families regardless of race or denominational affiliation.

Covenant Christian Academy admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality or ethnic origin in administration of its education policies, admissions policies, athletic program and other school administered programs.

### **1.2 Christian Education Distinctive**

A truly Christian school is not one that merely incorporates a Bible curriculum to be taught along with the various other subjects that are offered. The true Christian school also endeavors to teach every subject from the perspective of God's truth as recorded in the Holy Scriptures.

We at Covenant Christian Academy also desire this to be our goal that all curriculum material and activities be God-centered and God-directed. Our desire is to help students realize that God cannot be separated from any area of life or truth.

### ***CCA teaches the Bible***

- As a subject in each grade (memory work is included.)
- As the foundation of the academic subjects
- In the development of character
- In counseling and guidance

### ***Our specific spiritual development goals are these:***

- To present Jesus Christ as the Son of God, Savior of mind and Lord of Life.
- To emphasize the love and forgiveness of God toward each of His children.
- To teach that the Bible is a unique book, the true Word of God, and our faithful guide in every area of faith and life.
- To help the student grow in knowledge of the history of God's redemption of His people.
- To strengthen the student's concept of the majesty and greatness of God by studying His beautiful and orderly creation.
- To promote the realization that all of our activities are lived out in the presence of God.
- To have weekly chapel times led by the staff and other spiritual leaders to encourage public worship of God.
- To prepare the student for godly participation in American society by attaining the spiritual maturity that will enable him to responsibly manage, before God, the affairs of his life, family, and nation.

Knowing that Covenant Christian Academy represents a broad spectrum of denominational affiliations, the school recognizes it has the responsibility of being sensitive to its broad constituency. CCA endeavors to proclaim the truths of Scripture in a way that is faithful to the Scripture and non-judgmental to variances among Christian denominations.

### **1.3 CCA Faculty and Staff**

A basic premise of any school which desires to be a fine academic institution is that there is an outstanding faculty. You cannot have one without the other. As a Christian school, our task becomes two-fold: to strive for academic excellence and to apply God's truths, as recorded in the Scriptures, to all areas of learning. It stands to reason then, that to be a Christian school, the faculty must not only hold to the truths of the Christian faith, but be able to articulate these and live them out before their students.

Our staff members have close ties with and are in regular attendance at the church of their choice and share in the vision of providing a genuine Christian environment for their students.

## **1.4 Governing Body**

Covenant Christian Academy was established in 1995 as an independent Texas non-profit corporation. Covenant Christian Academy is governed by a Board of Directors composed of up to nine voting members, who set policies, establish annual budgets and plan for future growth. The Board of Directors is appointed to a three year term. Board Member Election is based on the following criteria:

- Must endorse the school's philosophy of education.
- Must be a Christian role model in the community.
- Must be active in a Church ministry.

## **1.5 Board Meetings**

Meetings of the Board are usually held at noon on the third Thursday of each month. Parents are welcome to attend a meeting when a concern arises; however, a written request must be submitted a month prior to the next scheduled board meeting. Any suggestions for board discussion are asked to be given in writing to the Principal on or before the Friday preceding the Thursday meeting. The Board reserves the right to retire to "Executive Session" when dealing with sensitive fiscal and/or personnel matters.

## **1.6 Mission Statement**

Covenant Christian Academy exists to help parents equip their children to become Christian men and women of character who excel academically, morally and spiritually in every area of life and society.

## **1.7 Vision Statement**

Using Biblical principles to produce excellence in every area of life...

## **Section 2 -Academic Program and Related Issues**

### **2.1 Introduction**

This is our Father's world. All of life is sacred; nothing is secular. All truth is God's truth. The Bible is God's word to modern man, giving him truth about God, truth about man, and truth about the universe.

All nature is a great, wide-open volume written by the finger of God. It is a great sight, and God has invited His children to come and see.

The Christian scholar must be a great observer of things. He must have sharpness of vision and great sensitivity of soul. He must ask great questions. He must put forth reverent but fearless inquiries. He must have the mind of Christ.

How shall a school so order its educational experiences so as to present a student who is mature in Christ and a Christian scholar? The following commitments represent our response to this question.



## **2.2 A Biblical View of Life**

The one distinguishing mark of a Christian school relates to that one unique reason for Christian education: to gain knowledge of the world from God's point of view (rather than man's) through the application of Biblical principles in every area of the curriculum and school activity. This is the kernel of Christian education.

Life must be related to God, and learning must be related to truth. The determination to apply Biblical principles to every area of life and learning is the commitment of Covenant Christian Academy. In order to achieve this commitment, the foundation for curriculum will be the Bible. It will be studied seriously, and its truths will be applied both to our personal lives as teachers and students, and to our administration and school policies. While the Bible is the foundation of our curriculum, we do not limit our educational tools to the Bible. Since the Bible is absolutely true in all subjects with which it deals, we have nothing to fear from any discipline - whether math, science, history, or language. The facts in any discipline hold no terror for the Christian scholar. The critical issues in society today do not involve a dispute concerning bare facts, the issues relate to the meaning, significance, and application a man attaches to facts. Non-Christians relate facts to their view of the universe, man and God. The Christian scholar relates all facts to God -- to God's revelation of Himself in the Lord Jesus Christ, the Living Word, and in the Bible, the written Word.

At Covenant Christian Academy, students will constantly and confidently develop and use all their cognitive, affective, and psychomotor skills to search with diligence for the truth, to respect the truth, and to apply truth. At Covenant Christian Academy, students are free to explore new ideas, to study the newest scientific findings, to confront other philosophies without fear. They know that God's Word is never in conflict with fact and that it will expose error just as surely as it reveals truth.

## **2.3 A Planned Program**

In order for a school to be truly effective, its philosophy, objectives, materials, methodology, and its forms of evaluation must be carefully planned. At Covenant Christian Academy such planning will begin in Pre-K3 and extend through eighth grade. All components of the curriculum must be carefully selected and designed to fit together both within grades and between grades. When this is done properly, duplication of effort is minimized and the introduction and mastery of significant facts and concepts are maximized. Through the joint efforts of administrators and teachers planning together the basic objectives to be obtained at each level, and the methodology for obtaining these objectives, will be specifically stated in writing. Although the curriculum is planned and structured, Covenant Christian Academy's commitment is to the individual student in order to move him toward maturity spiritually, academically, physically, and socially.

## **2.4 Promote the Development of Higher Order Thinking Skills**

The great need of our day is for students who can think -- who can function cognitively at a formal abstract level. Critical thinking represents the highest form of thinking known to modern man, and it is this skill which is required for individuals to succeed in college or to be leaders in a technological society. Covenant Christian Academy is committed to developing this kind of Christian leadership.

Critical thinking is characterized by the ability to generate and test a hypothesis, to think both inductively and deductively, and to think creatively. It is a basic principle of curriculum design that facts learned in isolation tend to remain there. Facts must be thrown into every conceivable combination, and students must meet them in many different contexts in order to “own them” for themselves. Covenant Christian Academy is committed to the development of the higher order thinking skills of application, analysis, synthesis and evaluation.

## 2.5 Extracurricular Activities

After school activities are encouraged, and the planned events will be reported in the various school publications. It is the policy of the Board of Directors that CCA encourages school sponsored social activities that are educational and /or entertaining and that enhance the students’ overall understanding of appropriate Christian behavior in social settings. The interpretation of the above shall be the responsibility of the Principal in light of the school’s philosophy and purpose as well as the age appropriateness of the event. There will be no overnight activities without explicit pre-approval of the principal and the parents.

## 2.6 Arrival and Dismissal Times

<i>Classrooms Open</i>	<i>Tardy bell rings</i>	<i>Classes Dismissed</i>
K5-5th Grade 7:45 a.m.	8:00 a.m.	3:30 p.m

### *Dropping off, Parking and General Rules*

The following are general rules essential for the safety of the children:

- Grades K5 through 5th should report directly to their classrooms if arriving after 7:45 am.
- Always cross the circular drive at the crosswalk.
- All students arriving after 8:30 a.m. should report to the office for a tardy pass.
- **Students are encouraged to arrive no earlier than 7:45 a.m. K5-5th grade students arriving before 7:45 a.m. must report to the gym.**
- **No student may be dropped off earlier than 7:15 a.m.**
- Drivers may park **in the parking lot** and walk students to their destination.
- Children must be ready to exit the car upon arrival at unloading zones.
- Children are not to be dropped off or picked up in the front parking lot.
- The speed limit is 5 M.P.H. in the carpool lane.
- **Passing cars and backing up in any carpool lane is prohibited.**
- If any carpool children are not present when it is time to move forward, the driver must make the circle and return to the end of the carpool line.
- **Please do not park or leave cars unattended in the carpool lane!!!**
- It is imperative for the safety of our children that cars are never left unattended with the motor running. If you need to speak with a teacher or go into the office, please park in one of the parking lot spaces and turn the car off.
- **Cell phone use is prohibited in the carpool lane.**

## **2.7 Transportation Arrangements**

In order for a student to go home in a car pool, the parent or guardian must fill out a transportation form available at the school office. This procedure registers students for specific car pools. Sign-up will take place the first week of school. Each family must fill out the transportation form for school records. All students will go home with their assigned car pools unless the teacher receives a signed note from parents stating alternate arrangements.

**If an emergency arises, please call the school office and leave instructions for your child.**

**No student will be allowed to leave the school at any time except with his/her parent or car pool, unless prior arrangements have been made with the school. Students will not be allowed to use the telephone to make after school play dates. These arrangements must be made in advance.** We will refuse to release students to aunts, uncles, neighbors, or spend-the-night friends, unless we have permission in writing from parents. This policy is for your child's safety and to prevent mix-ups.

## **2.8 Tuition**

Tuition should be paid in a timely manner according to one of the following approved methods:

- Payment in full. A 5% discount will be applied if payment is received before the start of the school year.
- Two semester payments. The first payment is due by June 1<sup>st</sup> and the second payment is due by December 1<sup>st</sup>.
- 10 monthly payments through the FACTS system which is a reputable and recognized tuition management company. The annual processing fee is \$41.00.

For all late semester and payments in full, a \$40.00 monthly late fee will be imposed until the account is up to date.

**\*Covenant Christian Academy will withhold school records for failure to pay tuition and/or may not allow students to attend classes until account is cleared. After two months of delinquency the student may be suspended from attending classes.\***

CCA will charge a \$30.00 return check fee for all returned checks.

## **Section 3 - Attendance Information**

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study to achieve the goal of maximum educational benefit for each child. Essential to this process is the regular contact of students with one another in an appropriate learning environment and their participation in planned instructional activities under the leadership of a teacher. Any pattern of absences which totals more than 10% of the instructional time in any grading period is cause for serious concern and could lead to academic loss of credit.

### **3.1 Attendance Procedures and Issues**

Regular attendance and promptness are required of all students. Students are to demonstrate responsibility and dependability through their attendance. Both attendance and tardiness are recorded, and compiled records of attendance are kept on file for reference. Students must attend 90% of the school year in order to be promoted to the next higher grade. Students are permitted nine absences per semester. An excess of eighteen absences for the year will result in possible retention and /or will require tutoring by a certified teacher, CCA approved, at the parent's expense, as determined by the Administration.

***The school shall notify parents when a child has accumulated 5 absences in any grading period.*** When a child has accumulated 9 absences in a semester, a conference with the parents will be arranged by the Principal.

Any unexcused absence for whatever reason shall be noted in the student's record. When a student participates in an approved school activity at which his presence is required, such absence is not counted against the student's record.

In order to assist school personnel to discriminate between truancy and absence for good and sufficient reasons, it is required that parents submit to the school secretary a written note which states that the child was absent for a "good reason". The parents must sign this note.

Teachers will provide students an opportunity to make-up work which was missed during an absence. Such make-up work must be done completely, and the initiative for commencing and completing the make-up work rests with the student. Students are given the same number of days to make up work as the number of days missed (with a minimum of two days) in K5 thru 5<sup>th</sup> grade.

When parents are aware of special problems concerning their children which are of a continuing nature and are related to patterns of absence, the parent must apprise the school of the special nature of the problem in order for school authorities to arrange alternative educational experiences which insure that minimum course requirements are met.

If it is absolutely necessary to schedule medical or dental appointments during school hours, these appointments should be during students lunch time or during P.E.

The school will not grant an excused absence to events in which the school does not have a vested interest as determined by the Principal.

The school recognizes that some family related events of an unusual nature might impact school attendance. Please contact the Principal in advance when such special circumstances occur.

If a student is absent a single day that a test is given and is aware of the test, he/she has to take the test the next school day.

If a student is absent a single day before a test is given and is aware of the test, but attends the day of the test, he/she is required to take the test.

If a student misses part of a school day that includes a test, he/she must take the test on the first day he/she is back.

Daily and short term written assignments and homework must be turned in when they are due unless the student is absent. Failure to turn in an assignment will result in a grade of “0” being given for that assignment.

### **3.2 Leaving During School Day**

**Please minimize the need for early release of your children.** Unless there is a planned appointment, we ask that you wait until your child is dismissed to carpool. Valuable instructional time and dismissal procedures are interrupted by early releases. K5-5th grade parents who need to check a child out of school before regular dismissal time must first report to the main office. A written note from home will be requested before any student may be released to anyone not listed on the Transportation Arrangement Form. People not known by sight to office personnel should be prepared to show picture identification. No student may leave the CCA campus without school and parental permission. Any student who leaves campus without permission may be suspended for up to three days.

**Exception:** If your child is sick and you cannot be reached, we will release him/her to those you have designated as persons to call in case of emergency.

### **3.3 Absentee Policy**

**Parents are asked to call the school office (686-7886) before 10:00 a.m. when their child is absent.** Children arriving after 10:00 a.m. are considered absent.

Planned absences should be reported to the office and students’ teachers at least one week in advance. When students return to school, they should bring a signed note to the office from their parents, to indicate:

- Cause of the absence
- Dates missed

*Students with an excess of 14 absences for the year may risk not being promoted to the next grade. The decision will be made by the Head of School and the Department Principal.*

### **3.4 Make up work**

All missed school work must be made up. Students are given the same number of days to make up work as the number of days missed (with a minimum of two days) in K5 thru 5<sup>th</sup> grade. **Parents may pick up students’ work in the office after 2:00p.m.**

### **3.5 PE Attendance**

To be excused from Physical Education activities for any one-day, a student must have a dated note from home. In order to be excused from PE activities for an extended length of time, a student

must have a statement from a medical doctor specifying the need for such an excuse and the approximate length of the recuperative period. **Those students excused from P.E. are still required to attend class. Students will not be allowed to participate in recess time if they are excused from PE.**

### **3.6 Tardy Procedures and Issues**

Regular attendance and punctuality to class are essential to success in school. Classroom interruptions are harmful to the flow of classroom instruction. Students should be on time to each class every day.

Classrooms are open at 7:45 allowing children to get ready for their day. Students are to be at school and in class before 8:00 a.m. ready to go with their class to morning fellowship. Students are tardy when the 8:00 a.m. bell rings and they are not in class. Tardies because of illness, transportation breakdown, or weather conditions are excused with a dated note from the parent or carpool driver explaining the problem. All students arriving after 8:30 a.m. should report to the office for a pass. **Three tardies in one grading period will equal one absence.**

*Policies and procedures when tardy to school/class:*

- A student who arrives to class after the 8:00am tardy bell is considered tardy.
- A student arriving at school after 8:30 a.m. must sign-in with the Office Receptionist and receive a pass to enter class whether the tardy is excused or unexcused.
- A student who is late to class more than 5 minutes without proper justification shall be sent directly to the principal for skipping class.
- If a student is tardy due to traffic considerations, the adult carpool driver must notify the office receptionist. No penalty is given under these conditions. Otherwise the tardies are unexcused and will be recorded.
- These strict policies are designed to encourage responsible behavior by all concerned.
- A parent conference will be set up on the 7<sup>th</sup> tardy to discuss the issue.

## **Section 4 - Academic Information**

### **4.1 Homework Philosophy and Guidelines K5-5th Grades**

Covenant Christian Academy believes that homework plays an important role in the education of each child. Academic reasons for homework include providing practice in needed skill area and reinforcing concepts presented in class. Homework also promotes responsibility, as well as helping a student learn good work habits and how to budget his/her time.

*Guideline for assigning homework*

The necessity for doing homework will vary from grade to grade and even from student to student. Since homework, by its nature, takes time at home, it is not to be assigned in place of an assignment, which could have been completed in school. The student's time at home is to be encroached upon for only the best purposes. No homework will be assigned on Wednesday.

### **4.2 Late Assignments**

All assignments must be turned in on their due date. Late assignments will be treated in the following manner:

- One day late - 10 points off
- Two days late – 20 points off
- Three days - a “0” will be given for the assignment; however, the assignment must be turned in.

### **4.3 Retesting**

If a student earns **below** a 70 on a test, they will be eligible for a retest. Retest will be given in the teacher’s designated free tutoring day. The highest grade earned on a retest is a 70. A student may only retest twice per subject per nine (9) weeks.

### **4.4 Incomplete Grades**

Incomplete grades must be made up within one week of the grading period. If the incomplete is not made up, the grade of “0” will be given and averaged with their existing grades.

### **4.5 Parent – Teacher Conferences**

Parents are encouraged to schedule a conference with their child’s teacher any time there is an issue that needs to be discussed. Parents are also encouraged to communicate with the teacher by phone or via email any time there is a question or concern. It is appropriate for parents to call the school and leave a message for the teacher to return the call or email the teacher. If a teacher feels a parent-teacher conference is needed the teacher will set up an appointment with the parent.

The minutes immediately before or after school are reserved for teachers to welcome and dismiss students. **Parents should not attempt to involve the teachers in a discussion or conference at those times.** The Principal is also available for conferences; however, parents should follow the appropriate chain of command and speak with the teacher first.

### **4.6 Academic Evaluation and Standards**

Evaluation in education is the continuing process of gathering and weighing evidence that reveals achievement and behavior of pupils as they progress through school. Since education deals with the total growth of the student, pupil progress reports will be used as an aid in analyzing and evaluating such growth. Grading is a process that should entail cooperative assessment of student’s achievements by the teachers.

The primary purpose of pupil evaluation shall be to:

- Diagnose learning achievements and needs.
- Present an accurate appraisal of the student’s accomplishments in order to inform parents, students, teachers, etc.
- Encourage future success.

The educational program of Covenant Christian Academy should challenge the student to achieve his or her maximum potential.

## 4.7 Grading Principles

To implement the preceding philosophy, these basic grading principles are to be followed:

- Pupils shall be graded in actual achievement in relation to the criteria established by the school.
- The teacher is responsible for keeping an official record of grades, attendance, punctuality, conduct, and effort.
- Upon request of any parent, the teacher shall interpret the methods utilized in evaluating the student's progress and achievement.
- The parent and student shall be notified of the student's progress at regular intervals.

## 4.8 Grading System

A	90-100	Indicates excellent achievement
B	80-89	Indicates above average achievement
C	75-79	Indicates average achievement
D	70-74	Indicates below average achievement
F	69 or below	Indicates failing
E	Excellent - - Superior effort and/or very positive attitude	
S	Satisfactory - - Good effort and a positive attitude most of the time	
N	Needs time to develop - - Improvement has been shown; however, improvement is still needed	
U	Unsatisfactory - - General attitude and effort is unacceptable	

## 4.9 Achievement Awards/Special Recognition and Honor Roll

### *Student Recognition and Honor Roll (K5-5th)*

At the end of each semester, students with outstanding scholastic, attendance and conduct records will receive special recognition at an award ceremony and by having their names placed on the Honor Roll as follows:

### *Achievement Awards/Special Recognition*

- Principal's List: All "A"s in all subjects and all "E"s for excellent conduct and work habits in all classes excluding Spanish (academics)
  - A Honor Roll: All "A"s, in all classes
  - A-B Honor Roll: All "A"s and "B"s, in all classes
- B Honor Roll: All "B"s, in all classes
- Good Samaritan: Recognition for all "E"s in conduct.
- Christian Character: Recognition for showing the "Fruits of the Spirit"-love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, and self-control.

## 4.10 Report Cards



Report cards are distributed at the end of each nine-week period. We encourage parent follow-up calls or conferences concerning grades.

#### **4.11 Progress Reports**

Parents will receive a progress email report every week of each grading period which discloses actual grades in every subject.

#### **4.12 Special Academic Alert to Parents**

Notices of unsatisfactory work will be sent to the parent(s) and a copy sent to the Principal. Unsatisfactory is herein defined as (1) a sudden sustained drop in a student's scores, (2) a "D" average or below in any subject area, and/or (3) a failure to complete assignments. "Notice" is herein defined to mean the teacher or other appropriate school person will send a notice to the parents (deficiency report, progress report, letter, etc.) or conduct a telephone or personal conference with the parents.

#### **4.13 Academic Probation**

Students who do not maintain a "C" average will be placed on academic probation for 4 to 6 weeks. They will be required to receive tutorial assistance and be ineligible for extracurricular activities such as sports and other activities as determined by Elementary Principal. During that time there will be conferences, and progress reports will be sent home as needed. An academic plan will be determined by the Elementary Principal.

#### **4.14 Retention**

Occasionally it is recommended by the Principal and the teacher that a student be retained in a specific grade for a second year. Such a recommendation is only made after careful evaluation of the child's academic performance. The final decision belongs to the Principal after discussion with parents.

A child may be retained based on the following criteria:

- Academic average (69 or lower) in one core class
- 14 or more absences
- Low performance on the standardized test scores
- The combined judgment of the teachers and the administration indicating that retention would serve the best interest of the student.

#### **4.15 Promotion**

The minimum promotion standards for each grade area are:

K5 -5<sup>th</sup>            The student must pass a minimum of five (5) of the six (6) basic subjects:  
Language, Math, Reading/Phonics, Spelling, Bible, History, and Science.

#### **4.16 Achievement Testing**

A Norm-referenced test (K5 through 5<sup>th</sup> grade) and a Comprehensive Intelligence Assessment (only certain grades) will be administered in the spring of each school year. All students are required to be present for testing. In the event of an unexcused absence, parents are responsible for the fees involved in hiring someone to administer the test to their child/children when they return. Complete results are given to parents. Parents are welcome to schedule an appointment with the academic coordinator to review their child's test results.

#### **4.17 Student Records**

The school maintains a complete record, including a cumulative academic and guidance record, for each student. These records are kept in the school office. All material in these records is treated as strictly confidential and is available only according to the following policy:

1. Parents or guardians have the right to inspect and review any and all official records, files and data directly relating to their child/children, including all material that is incorporated into the student's cumulative record folder.
2. All requests to inspect and review the official records relating to their child/children are to be made in writing to the administration by the parent or guardian. Such requests will be honored within one (1) school day following the receipt of the request.
3. All records will be reviewed or inspected in the presence of the child's teacher or the campus administrator so that proper explanation can be given.
4. Parents shall have an opportunity for a hearing with the administration to challenge the content of their student's school records to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate or misleading information.
5. There will be no release of a student's personal records or files or any data in those records without the written consent of the parent or guardian to any individual, agency or organization other than the following:
  - a. Staff members of the school who have legitimate educational interest
  - b. Court or law enforcement officials, if the school is given a subpoena or court order.
  - c. Certain federal, state, or local authorities performing functions allowed by law.
  - d. Officials of other schools in which the student may enroll. In all such cases, the parents are to be notified of the transfer of records, receive a copy of the records if desired and have an opportunity for a hearing concerning the contents of the records as stipulated in number four. Verification must be received that the student has in fact applied to that school.

#### **4.18 Student Withdrawals**

Withdrawals are not official until the withdrawal form has been completed and accepted by CCA personnel. No cumulative records will be forwarded until the withdrawal form has the approval of the following offices or persons:

- |    |            |                      |
|----|------------|----------------------|
| 1. | Principal  | Final Approval       |
| 2. | Teacher    | Textbooks            |
| 3. | Librarian  | Library Books        |
| 4. | Bookkeeper | Outstanding Balances |

A student's records can be withheld if the tuition is not paid in full.

#### **4.19 School Supplies**

Each student is provided a supply list prior to the beginning of the school year. Students are required to provide their own pencils, pens, paper, notebooks, and any other supplies and materials that may be needed from time to time by individual teachers.

#### **4.20 Tutors**

Each teacher designates an hour of free tutoring on a designated day each week. Some CCA teachers are available for after school tutoring beginning at 3:45 p.m. and ending no later than 5:15p.m. To be fair to our staff and respect their time during after school hours, CCA has established a fixed rate of \$20.00 per hour for on campus after school tutoring. Tutoring shall be individualized (one student at a time). In order for CCA to be in alignment with accreditation standards homeroom teachers may not tutor their own students as it poses a conflict of interest. Teachers, with the principal's approval, shall recommend a tutor to assist the student.

#### **4.21 Activity Fee**

In an effort to eliminate the need for collecting small fees throughout the school year, we have consolidated several fees into one. These fees consist of but are not limited to field trips, graduation expenses, and other activities.

#### **4.22 Textbooks**

Students are responsible for all textbooks issued to them by the school. A charge will be assessed for any damaged or lost textbooks, billed through FACTS.

### **Section 5 - Conduct and Discipline Standards**

#### **5.1 Introduction**

Covenant Christian Academy seeks to follow the Biblical principle of Prov. 22:6 "Train a child in the way he should go, and when he is old he will not turn from it." We are guided in our social interaction with children by the basic truth that the reverent and worshipful fear of the Lord is the beginning principle and choice part of knowledge. Therefore, our chief aim in school discipline is to confront the errant student with the standard set forth in scripture in order to bring about repentance and cheerful submission to the Word of God. Our goal in discipline is not punishment,

but correction and instruction in righteousness that as Christians we might be complete, unto every good work.

Covenant Christian Academy teaches our students to speak the truth in love. Our policies are founded on confession of wrong doing and forgiveness. In discipline, we will go to the Word of God. This spirit elevates the fear of God into predominance over the fear of man.

Appropriate to a child's maturing years, we teach them the following principles as guides to acceptable social interaction:

- The Lord Jesus Christ is our example of the life perfectly lived. Under the power of the Holy Spirit, we seek to follow in His steps.
- We will consider others first, rather than ourselves.
- We will regard our physical body as the temple of God, dedicated to Him.
- We will avoid deliberate confrontations with temptation.
- We will not engage in behavior in which there is danger of addiction.
- We will be good stewards of time – – a trust committed to us.
- We will search the Scriptures daily to identify Biblical principles that assist us to please the Lord in thought, word and deed.
- Good manners and a high standard for behavior are taught from the first year a student enters CCA.

## **5.2 Philosophy**

"For those whom the Lord loves, He disciplines." (Hebrews 12: 6) God's Word makes continued reference to the necessity for, and importance of, discipline. Parents are expected to support and uphold school discipline policies, realizing that without this cooperation and confirmation from the parents, a double standard exists between the home and school that could be detrimental to the student's development, and could call into question his continued enrollment.

Realistic behavior limits are set for the good of the students and are carefully explained and enforced throughout the school year. Consequences for unwise choices are necessary when behavior becomes a problem.

Unacceptable behavior is generally defined as follows:

- An action that interferes with the learning process
- An action that could cause physical or emotional harm
- An action in violation of a school rule
- An act of willful disrespect or disobedience

## **5.3 Manners**

Good manners are appropriate and expected at all times. The staff will focus on manners each year. Students are expected to exhibit the following list of appropriate manners at school:

- Say "hello" if spoken to by anyone, especially an adult.
- Say "Yes, ma'am" and "Yes, sir" or "No, ma'am" or "No, sir" when addressed.
- Open doors for an adult or for anyone who needs help.
- Offer help to those who need it.
- Do not talk back to teachers; there is another way to deal with disagreement.
- Always say "please" and "thank you."
- Pay attention in class.
- Keep seated during lunch. Do not "table-hop."
- Do not talk when someone else is talking, or during a presentation.
- Treat teachers and fellow classmates with respect.
- Do not throw trash on the ground and pick up trash on campus when you see it.
- Raise your hand and wait to be called on before answering a question in class.
- Keep the level of your voice down when inside a building.
- Do not run in the gym building, unless you are participating in a gym activity.

#### **5.4 Conduct Expectations**

The school holds a high standard of behavior for students. General expectations are:

- Students will conduct themselves in a respectful and orderly manner to faculty, staff, visitors and other students.
- Students will keep the campus clean.
- Students will attend class with appropriate books, materials, and equipment, and will turn in assignments on time.
- Students will not bring materials such as gum, radios, headsets, television, communication or electronic devices such as IPOD's, PSP's, MP3's, cell phones, laptops or any other media storage devices or players, skates and skateboards to school unless requested by the teacher.
- Students and parents will clean or make restitution to any damaged or defaced property.

#### **5.5 Expected Behavior**

Students are expected to be in the proper place, at the proper time, and properly prepared to receive instruction. The following list is illustrative of reasonable classroom expectations:

- Be seated quietly in your chair waiting for the teacher's instruction.
- Speak when properly recognized by the teacher.
- Bring books, pens, paper, pencils, homework, etc., to class.
- Maintain cleanliness around your desk.
- Listen carefully to a teacher's instructions.
- Be on time.
- Eat at designated times and places.
- Keep your hands to yourself.
- Do not chew gum in school.
- Displays of affection are not appropriate within the classroom or on school property. By no means does this refer to the "wholesome hug" which has characterized this school from its earliest beginnings.

Teachers should communicate in writing to parents and students any additions to these “rules of the classroom” and the consequences for distractive acts.

## **5.6 Minor Offenses**

The following is a list of behavior, which we deem unacceptable, yet not as serious as the major offenses. This list is not comprehensive, yet will give students and parents some guidelines as to our behavioral expectations.

- Neglecting to have parents sign progress reports, report cards, schoolwork, assignment sheets or permission forms.
- Forgetting homework.
- Possession of nuisance items such as whistles, radios, skateboards, etc. (These articles will be taken and returned at the end of the day.)
- Dress code violations.
- Noises of any kind which disrupt the school day.
- Excessive talking without permission.
- Gum chewing on campus.

Any minor offense, which is repeated numerous times, can then be considered a major offense.

## **5.7 Consequences for minor offenses may include:**

- Verbal reprimand
- Loss of privileges
- Reflection/Think time
- Parents will be called and notified of offense
- The Principal may make a decision upon recommendation from the teacher to keep a student after school from 3:45 to 4:45 p.m. Parents will be notified one day in advance if a student is to be kept after school.
- Homework folders contain a behavior chart that will respond to each offense by a color code. GREEN for good, YELLOW, improvement needed, and RED attention needed.

## **5.8 Major offenses**

This list is only a guide. It is not a comprehensive listing of all behaviors which we deem major behavior problems.

- Bullying
- Fighting
- Cheating/Lying
- Theft
- Being rude or disrespectful
- Verbal abuse (i.e. name calling, ethnic or racial slurs), derogatory statements
- Inappropriate use of computers and internet
- Leaving class group or campus without permission

- Inappropriate language (i.e. using the Lord's name in vain, inappropriate or suggestive statements with sexual overtones, such as “Oh my God”, “Freakin”, “Crap”, “What the...”) Phil. 4:9.
- Possession of books or magazines which do not support the Phil. 4:8 principle as determined by administrative decision.
- Destruction of school or personal property.
- Climbing on/off limits structures
- Any persistent behavior which disrupts classroom teaching or school procedures.
- Any action which could cause harm to another student, the individual himself or faculty (i.e. throwing rocks, climbing off limit structures, etc.)
- Possession of unauthorized articles (i.e. weapons, inappropriate pictures, alcohol, drugs, tobacco, fireworks, etc.)
- Unauthorized use of elevator

### 5.9 Consequences for major offenses may include:

- **Detentions:** This includes lunch and after school detentions. Lunch detentions typically involve students remaining in a designated area during their lunch break, using the time for reflection. After school detentions extend beyond regular hours, requiring students to stay on campus under supervision to address behavioral issues. These sessions provide an opportunity for students to reflect on their actions, make amends, and demonstrate a commitment to positive behavior and academic responsibility, ultimately fostering a conducive learning environment for all.
- **In school suspension:** The student will do all classroom work in an isolated area for a specified period of time up to three days.
- **Off campus suspension:** Suspension may be imposed after other means to correct the student's behavior have been undertaken. However, in certain extreme situations automatic suspension may be imposed. The designated period of time for suspension may be from one to three days. A student who has been suspended from school may not participate in any school related functions during the period of suspension. The student will receive a "0" for all assignments not completed, and turned in to teachers by the designated due date.
- **Behavior Contract:** Occasionally, a student is placed on a behavior contract. This contract includes the behavioral expectations for the student and the consequences if the expectations are not met. If the student breaks the contract through misbehavior, the consequences will include suspension and expulsion from the school.
- **Disciplinary Probation:** Occasionally, a student is placed on disciplinary probation. After a period of nine weeks, the student's behavior will be evaluated and appropriate recommendations made. Recommendations could include behavior modification program, continued probation or withdrawal. Students will automatically be placed on disciplinary probation if corporal punishment is received. Students on disciplinary probation will not be permitted to attend off campus activities.
- **Restitution:** All damaged property must be repaired or replaced.
- **Expulsion:** A student will be expelled from Covenant Christian Academy because of incorrigible behavior, which the administration deems unacceptable for CCA students (i.e. possession or use of any weapon, alcohol, tobacco, or drugs, blatant disrespect to the faculty.) If a student was suspended three times, he/she would be considered for expulsion. **All**

**recommended expulsions are referred to the Principal whose determination in such matters is final.**

### **5.10 Disruptive Behavior**

Respect for self and others and respect for property are significant expectations for students at Covenant Christian Academy. Any behavior which reveals a lack of respect for self, and property is defined as disruptive behavior. Such behavior seriously impairs or severs social relationships. The following list is illustrative of disruptive behavior:

- Verbal or non-verbal manifestations of disrespect to members of the faculty and staff.
- Fighting
- Carrying weapons or instruments capable of doing bodily harm.
- Leaving the school grounds or classroom without permission or by deception.
- Refusing to do assigned tasks or refusing to report to school personnel as directed.
- Defacing of, destruction of, or stealing the property of others or the school.
- Possession of/or the use of alcohol, tobacco or illegal drugs.
- Profanity or lying.
- Conduct intended to subvert the morals of other students, including fornication, pornography and homosexual activity.
- Committing a serious breach of conduct away from school that has an adverse effect upon the testimony of the school.

### **5.11 Bullying Prevention and Intervention**

At CCA, we are committed to maintaining a safe learning environment for all students. Bullying is a serious issue that can have lasting negative effects on the well-being and academic success of those involved. As an educational institution, we prioritize the prevention and intervention of bullying behaviors, in accordance with the laws and regulations governing our school community. This section outlines our approach to address and combat bullying, providing a comprehensive overview for both parents and students.

#### ***Defining Bullying***

Bullying is defined as any **intentional and repetitive behavior**, conducted by an individual or a group, that inflicts harm, either physically or emotionally, upon another student. It includes **actions such as physical aggression, verbal abuse, intimidation, exclusion, spreading rumors, and cyberbullying**. *It is important to note that bullying is a distinct form of behavior and differs from occasional conflicts or normal peer disagreements.*

#### ***Cyberbullying***

"Cyberbullying" is bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. This includes:



- bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- bullying that occurs on a publicly or privately-owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity;
- or
- cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity.

### ***Legal Framework***

Our school operates within the legal framework established by state and federal laws to address bullying. These laws are in place to protect students and ensure their safety while fostering a positive learning environment. They mandate the implementation of proactive measures for prevention, clear reporting mechanisms, and appropriate disciplinary actions. By complying with these laws, we demonstrate our commitment to student well-being and encourage a culture of respect and acceptance.

### ***Prevention Strategies***

At CCA, we believe that prevention is key to addressing bullying effectively. We employ a range of strategies to foster a safe and inclusive environment, including:

1. Education and Awareness: We provide comprehensive education regarding bullying prevention. This includes classroom discussions, teacher workshops, and resources such as the **Protectors Anti-bullying program** that emphasize *courage, character, and leadership*.
2. School Policies: Our school has established policies that explicitly prohibit bullying behaviors and outline the consequences for those who engage in such conduct. These policies are communicated to all members of the school community and are consistently enforced.
3. Positive School Climate: We strive to create a positive school climate that promotes respect, inclusivity, and a sense of belonging for all students. We encourage the development of positive relationships among students and foster a culture where bullying is not tolerated.

### ***Reporting and Intervention***

We recognize the importance of timely reporting and intervention in addressing bullying incidents. Our school has established clear procedures for reporting and responding to incidents of bullying, including:

1. Reporting Channels: Students, parents, and staff are encouraged to report any incidents of bullying promptly. Students, parents, and teachers may report bullying situations at any time. We will ensure ease of access and confidentiality when report instances and situations.

2. Investigation and Response: All reports of bullying are taken seriously and are promptly investigated by designated school personnel. Upon completion of the investigation, appropriate actions are taken to address the incident, support the individuals involved, and prevent further occurrences.

3. Support and Resources: Our school provides support to students who have experienced bullying, including supportive conversations with teachers/administration, peer mediation, and other referred resources such as counseling to address their emotional and academic needs. We are committed to ensuring that all students feel safe, supported, and empowered.

### **5.12 Responding to Disruptive Behavior**

*For any act of disruptive behavior, the student shall be sent promptly to the Principal and/or Head of School.*

The Principal will deal with each referral within the context of pastoral counseling and shall notify the parents by phone of the problem. Suspension from school is a possible consequence for a given disruptive act. When a pattern of disruptive behavior is established or when a very serious event has occurred and the student fails to manifest Godly sorrow unto repentance, the student will be referred to the Principal for an expulsion hearing.

*Principal office visit:* Teachers may send a child to the office to visit the Principal and/or Head of School for correction.

### **5.13 Cheating**

Cheating hurts not only the student who is cheating but all other students who work honestly for their grades. Cheating is strictly prohibited and will result in appropriate disciplinary action taken by the principal, which shall include a grade of “0” for the test or assignment on which cheating occurred.

### **5.14 Disciplinary Probation**

Disciplinary probation is for a maximum of one grading period. A conference with the parent, teacher, student, and an administrator will be required at the beginning of the probation period. The student’s progress will be monitored on a weekly basis. Parents will be continually notified of their child’s progress. A second conference will be scheduled during the middle of the probationary period. If the child has not improved to a satisfactory level by the end of the probationary period an extension may be given or the child may be expelled upon approval of the Principal.

### **5.15 Property Searches**

The administration may conduct locker searches, book bag searches, clothing searches, car searches and personal item searches (including electronic devices in the possession of a student) if, in the

administration's sole discretion, it believes that such a search is necessary for the effective and efficient administration of the school. Students have no expectation of privacy in the items that they bring onto school property.

Students and parents agree that school officials may confiscate any property in the possession of a student that, in the judgment of the school official, constitutes evidence of a violation of school rules. Parents may schedule a conference with CCA Administration to discuss the return of such property; however, the administration reserves the right to maintain possession of the property until such time as it is no longer needed, in the administration's sole discretion, as evidence of a violation of school rules.

### **5.16 NO EXPECTATION OF PRIVACY (Electronic Device)**

Use of any CCA technology resource, including the use of its network to access the Internet, shall not be considered confidential and may be monitored at any time by designated CCA staff for routine maintenance and/or to ensure appropriate use for educational or administrative purposes. By using the CCA network to access the Internet, you voluntarily consent and agree to the monitoring of all of your activities on such network. CCA technology resources, including your use of its network to access the Internet, are subject to search at any time. All students have no expectation of privacy and should not use a CCA technology resource, including the CCA network, to share or send private or personal information.

### **5.17 Potential Discipline Responses**

- Behavior contract
- Confiscation of prohibited item
- Constructive special task/assignment
- Lowering of conduct grade
- In-school suspension
- Parent conference by phone or at school
- Privileges withdrawn
- Referral for counseling and/or evaluation
- Referral to Principal
- Restitution
- Detention

#### ***Detention***

A detention is given for consistent display of disruptive behavior and minor offenses (5.6). Detention may also be used for major offenses (5.8) depending on the severity of the situation.

Since the behavioral standards for CCA students are clearly stated, the accumulation of detentions may be viewed as a sign that the student is "unwilling" to submit to those standards. The school

truly desires to assist Christian parents to teach their young people how to view conformity, accountability, and submission and respect for authority from a positive biblical perspective.

- If a child gets as many as 5 detentions in a semester, the teacher will have a conference with the parents.
- If a child gets as many as six detentions in a semester, a letter stating that the child is on probation may be sent to the parents.
- Following the seventh detention in a semester, the principal may recommend behavioral probation or behavioral suspension for the child without opportunity to make up work.
- Students with excessive detentions will be individually evaluated for eligibility to participate in parties, field trips, competitions and performances. Participation in these events is a privilege.

## **Section 6 - Personal Appearance and Uniform Regulations**

### **6.1 Uniform Standards**

Covenant Christian Academy strives to set the highest possible standards in academics and moral conduct. CCA's grooming and uniform guidelines are established so that our students will convey a neat, well groomed and tasteful image. The way our students look says much to others about our school. It is also our desire that the students can achieve this image at a reasonable cost to parents.

Uniforms must be worn properly and neatly, be in good repair, and of correct color and shade. Torn, oversized, or faded garments are not acceptable. **Each item of clothing should be marked with the student's name.** This is essential for sweaters, sweatshirts, jackets and P.E. items.

**Teachers will inspect students each morning for uniform compliance. Uniform Infractions will be given after one verbal or written warning. After three infractions have been given to a student, the next infraction will result in a telephone call to the parents. The student will be sent to the office and parents must bring the necessary items in order for the student to comply with CCA standards.**

### **6.2 A.R. Shirt Days**

A.R. (Accelerated Reader) shirts earned for the current school year may be worn every Tuesday of every month.

### **6.3 Spirit Day Shirts**

CCA Spirit Day shirt is worn every Friday with jeans, jean shorts, jean skorts, or jean capris. If you choose not to purchase/wear a CCA Spirit shirt, you must wear your regular CCA uniform.

### **6.4 Regular Uniforms**

Regular uniforms are the designated department polos. Preschool and elementary students may wear jeans or jean shorts on Tuesday and Thursday with Colonial T-shirts (fall) AR t-shirt and themed t-shirt (Spring) and Fridays with Spirit Day shirts.

Preschool K2 - K4 - Red  
Elementary K5 -5th - Yellow  
Middle School - Blue

### *Purchasing Uniforms*

You may purchase ALL CCA uniforms in the front office.

### *Girls K5 - 5<sup>th</sup> Grades*

This uniform may be worn Monday - Thursday

Shirt: Gold polo with CCA Embroidered Crest.

Skirt/Skort: Khaki skort / pants. Skorts should extend at least to the fingertips when arms are fully extended by the sides.

*Tuesday/Thursday/Friday:* Students may wear Jeans or Jeans Shorts with School Themed T-Shirt Only. Shorts should extend at least to the fingertips when arms are fully extended by the sides.  
Friday Spirit Day Shirt and Jeans

Socks: White crew, ankle, or no show socks, or white tights.

Shoes: Tennis shoes may be any color. No lighted or theme/character tennis shoes.

NO HEELYS, BOOTS, OR FLATS ALLOWED.

### *Boys K5 -5<sup>th</sup> Grades*

This uniform may be worn Monday - Thursday

Shorts/Pants: Khaki shorts / Pants

\*\*\* Tuesday/Thursday/Friday: Students may wear Jeans or Jeans Shorts with School Themed T-Shirt Only

Shirt: Gold polo with CCA embroidered crest.

Sweater: Navy, red or white sweater with CCA embroidered crest may be worn in the classroom.

Friday Spirit Day Shirt and Jeans

## **6.5 Girls Grooming and Uniform Standards**

Hair should be clean and worn neatly combed out of the eyes.

- Extreme hair styles and colors are not permitted including extreme highlights.
- A solid light color fingernail polish may be worn. No black or dark colors allowed. No artificial nails are permitted.
- No make-up may be worn at all.

### *Hair Accessories*

- Hair accessory colors **MUST** compliment the school uniform colors.
- Minimal jewelry must be worn and compliment school uniform colors.

## **6.6 Boys Grooming and Uniform Standards**

- Hair should be neatly groomed and maintained. It should be kept off the collar, eyebrows and mid-ear. Extreme hairstyles and colors are not permitted including a “faux hawk”.

### *Accessories*

- Jewelry must be minimal.
- Earrings are not allowed.
- No hats or caps can be worn during the school day.

## **6.7 Cold Weather Policy**

On days that are predicted to be **39 degrees or below**, students may wear their spirit day shirts with a white turtleneck underneath it or their CCA sweatshirt and jeans. The following standards apply to all other cold days:

- White, black, red or navy tights or leggings may be worn under skorts, skirts or jumpers.
- Turtlenecks may be worn under regular uniform shirts and/or under the jumper.
- CCA sweatshirts may be worn in the classroom over regular uniforms.
- A solid color sweater or light jacket may be worn in the classroom. No hoods are allowed.
- Winter coats can be any color or style; however they **may not** be worn in the classroom.
- No oversized (not over 25% of the garment) emblem or writing on outerwear is allowed.

## **6.8 Backpacks and Lunch Containers**

Backpacks & Lunch Boxes can be any color or pattern but characters and themes are not allowed. Each student must have a backpack that is standard size and shape; no smaller than 14x18 and no larger than 18x20. Lunch boxes must be standard size and shape with no themes. All backpacks and lunch boxes need to be permanently labeled with child’s name.

*Rolling Backpacks are allowed only for 4<sup>th</sup> and 5<sup>th</sup> grades!*

## **Section 7 - Student Services and Activities**

### **7.1 Library**

All 2<sup>nd</sup> through 5<sup>th</sup> Grade students will have access to the library at a specified time each week. Books are checked out for one week, with the option of rechecking. Books must be brought back to the library in order for students to check out new books or recheck out current book.

Lost or damaged books must be paid for before grades are released at the end of the year, or before records are released to other schools.

### **7.2 Lost and Found**

Lost and found articles are kept in the office and donated to the CCA uniform closet if not claimed. Students are encouraged to check for lost items. Parents are welcome to check at their convenience.

Every effort will be made to return a lost item to its owner. **(PLEASE LABEL ALL ITEMS.)**

Only articles that are not labeled will be donated.

### **7.3 School Office Hours**

School office hours are 7:30 a.m. to 4:15 p.m. Any parent or visitor coming to school for any reason after 8:00 a.m., is asked to please come to the office first. **Do not** go directly to the classroom. This is necessary to protect valuable teaching time from being interrupted. Lunches, homework, books, etc., are to be left in the office.

### **7.4 Change of Address and Telephone**

When a student's address or telephone number changes, or when any numbers vital to reaching a parent in an emergency or for carpool change, it is imperative that such changes be reported to the office as soon as possible.

### **7.5 Emergency Closing**

If the McAllen Independent School District is closed due to inclement weather, CCA will also be closed.

### **7.6 Late Pick Up**

Students left after 3:45 will be sent to after school care. Parents will be billed monthly for this service. Parents must sign children out with the after school care teacher.

### **7.7 Telephone Policies**

Students are not permitted to use the school phone unless it pertains to illness or forgotten lunches. Permission must be given by teacher or office personnel. No cell phones are allowed at school.

*Students or teachers will not be called to the telephone during regular school hours except in case of an emergency. Messages will be taken and placed in the teacher's box.*

### **7.8 Student Pictures**

Individual school pictures will be taken in the fall and spring. We also offer class group pictures, all school group pictures as well as Holiday pictures (November). Kindergarten graduation pictures will be taken towards the end of the school year. Each of the pictures may be purchased by the parents.

### **7.9 Field Trips**

Education is not limited to the classroom therefore field trips will be used to extend the curriculum. Parents and students will be notified in advance of all field trips. The parent's signing of the enrollment agreement is their approval for their participation in all school sponsored events. All drivers must bring proof of a valid driver's license and automobile insurance to the office, and fill out the chaperone form before driving on a field trip. All chaperones attending overnight field trips will be required to have a background check.

The following rules apply to all field trips.

- Only teacher pre-approved G or PG rated movies are allowed to be shown in the vehicles.
- No unscheduled stops are to be made.
- Siblings are not allowed to accompany parents on any field trip.
- Only one parent per family may ride on chartered buses. *(Parents only, no extended family members)*
- Consumption of alcoholic beverages is prohibited.

### **7.10 Chapel Services**

Chapel is scheduled on every Wednesday of the school year. Scheduled chapel times are assigned to the following grades:

8:05 – 8:50 am	2nd - 5th
9:00 - 9:35 am	K3 - 1st

Pastors, youth ministers, local guests, teachers, and students are invited to share during this scheduled time. Several times during the year we conduct all school chapels from 8:15-9:15 am to honor special guests or celebrate specific occasions.

### **7.11 After School Care Program**

Covenant Christian Academy's After School Care program operates from 3:30-5:30 daily (except for designated holidays and early release days) and is located in Spanish and Music Rooms. The fees can be found in the office.

*Monthly After School Care fees may be paid through FACTS.*

*If you are interested in having your children in the After School Care Program, you must fill out the application found in your enrollment packet. All children will be signed in at 3:30 each day by the Teacher/Teacher's Assistant. The person authorized to pick up the child/children will be required to sign them out at pick-up time in the daily log. The Teacher/Teacher's Assistant will sign the time out on the log and the person picking up the child is to sign their name. Any time discrepancies are to be noted at this time. The school clock will be the official time clock. If the person picking up the child/children is not recognized on sight by the Teacher/Teacher's Assistant, he or she will have to show photo identification before being allowed to pick up the child/children. People not on the Transportation Arrangement Form will not be allowed to sign-out any child/children unless the parent has contacted the school in writing (or by fax) to inform them of an emergency situation.*

It is very important that your child/children be picked up on time each day. If you run into an unplanned emergency, please call the school at 686-7886 to alert the staff. *A late fee of \$5 for every 5 minutes after pick-up time will be charged. Payment must be made in a timely manner, as there will be an additional late fee of \$10.00 if payment is not received by the 10<sup>th</sup> of the following month. Payment of non-compliance could lead to suspension of service. Any parent picking up their child/children after the 5:30 closing time more than twice a semester will have to meet with the Principal. Licensing requires us to call the proper authorities if a parent is more than 1 hour late in*



*picking up their child. Excessive tardiness could lead to your child's suspension from the program.*  
A weekly schedule will be posted in the After School Care room.

### **7.12 Discipline Standards in After School Care: 3:30-5:30**

Realistic behavior limits are set for the good of the students and are carefully explained and enforced throughout the school year. Consequences for unwise choices are necessary when behavior becomes a problem. Unacceptable behavior is generally defined as follows:

- An action that interferes with the learning process
- An action that could cause physical or emotional harm
- An action in violation of a school rule
- An act of willful disrespect or disobedience

## **Section 8 - Holiday and Party Information**

### **8.1 Classroom and Holiday Gift Exchange**

Classroom gift exchange will be set up by the teachers during the Christmas season. Individual birthday gift exchange on campus is discouraged. Parents and students who choose to give gifts to teachers might consider a gift for the classroom, a contribution to the library in your teacher's name, or more personal gifts.

### **8.2 Holiday Statement**

Our purpose in observing holidays at school throughout the year is to celebrate our Lord Jesus Christ. Classroom parties, refreshments and decorations will have a theme that corresponds with the Christian emphasis of the holiday. Therefore, we will not use secular themes that detract or diminish, in any way, the reason for our celebration in and of our Lord Jesus Christ.

### **8.3 Classroom Parties**

Thanksgiving	Valentine's Day	End of School Year
Christmas	Easter	

Parties will be coordinated by grade level to insure a balance or equity in activities and refreshments.

### **8.4 Birthday Parties**

Birthday parties **may not** be given at school; however, refreshments may be offered according to the following guidelines:

- K5 through the 5th grade may have refreshments for the entire class during lunch, or in class, if previous arrangements have been made with the teacher.
- Refreshments will need to be ordered from the kitchen. Order forms are available in the office.
- Providing a lunch (happy meals, pizza, etc.) will **NOT** be permitted
- Party bags will **NOT** be permitted

- Other suggestions for honoring birthday students would be to donate a book in their honor to the library, or to make a donation to a specific CCA project.

Birthday invitations may not be given out at school unless all the students in the class are being invited. Children are very easily hurt when not invited to parties. Please be sensitive to the feelings of the children in the class.

*In order to eliminate distractions, and in consideration of other students feelings, balloons, flowers, candy grams, etc., will not be delivered to the classroom, but will be kept in the school office to be picked up at the end of the day.*

### **8.5 Teacher Birthdays**

Birthday "celebrations" may be held for teachers under the same guidelines as student birthdays. Treats may be enjoyed in the lunchroom during lunchtime.

### **8.6 Principal's Birthday Club**

Our CCA Principal has his own birthday club. You can wish your child happy birthday by announcing this special occasion on the CCA sign.

## **Section 9 - Health and Safety Policies**

### **9.1 Immunization requirements**

State law and CCA policy requires validated records of immunization to be on file for all students. **ANY STUDENT WHOSE IMMUNIZATION RECORDS ARE NOT COMPLETE DURING THE FIRST (4) WEEKS OF SCHOOL WILL BE SUBJECT TO SUSPENSION UNTIL SUCH RECORDS ARE UPDATED.**

Immunizations must be compliant with current state guidelines. Consult with your physician for these guidelines or call Texas Department of State Health Services at 1-800-252-9152.

All immunizations must have medical verification

### **9.2 Illness/Communicable Diseases**

Children are expected to be **FREE** of fever for 24 hours **without the help of a fever reducer**, before returning to class. Students must be free of any communicable disease in order to attend class. Parents are requested to pick up their children within 30 minutes should the child develop a fever above 100 degrees, or exhibit symptoms of illness or conditions of a communicable disease (rash, pink eye, head lice.) **A FEVER REDUCER WILL NOT BE GIVEN TO CHILDREN.** In some cases, a physician's statement may be necessary to be re-admitted to school.

### **9.3 Special Health Needs**

If a child has a special health need, such as asthma, allergies or diabetes, the physician should complete a Special Health Need Form annually. This form is available in the school office and

must state the required medication, PE limitations and/or emergency care and actions necessary at school.

#### **9.4 Medication Policy**

All medication intended for students shall be kept in the school office. Short term prescription medication will be administered only in accordance with the instructions on the container and must be accompanied by a written request from the parent. Request should include the student's name and the amount of medication to be given. All medication will be administered at 12:00 noon. Long term or short term prescription medications to be given must have written authorization from both the physician and the parent. *Over the counter medication such as cough drops, Tylenol, Sudafed, and Benadryl will not be administered without written consent of the parent.*

#### **9.5 Safety Factors Regarding Medication**

- Medication may not be kept in the classroom or administered by the teacher.
- Medicine must be sent in a plastic zip lock bag with instructions, or in the original container.
- Children may not carry medication in their lunch boxes or on their person.
- **All medication must be brought to the school office by the parent.**

#### **9.6 Accidents and Illnesses**

Limited first aid is available through the main office. Please be sure that any injuries occurring in class or other locations are reported to the teacher in charge. All accidents must be recorded on the proper form. Any time a student is ill or injured, they will report to the office. The office personnel will assist them and if necessary, contact their parent.

#### **9.7 Emergency Drills**

State law requires severe weather drills, fire drills, and lock down drills each school year. Teachers will instruct students how to act and where to walk during these drills. Emergency exits are posted at the doorway of each classroom.

### **Section 10 - Parental Involvement**

#### **10.1 Parent Visitations**

All school visitors must first check in at the office. *Visitors may not go to classrooms without an office pass.*

#### **10.2 Very Involved People (VIP's- Volunteers)**

As a school, we have many needs that can only be met through the unselfish giving of parents' time and talents. This is where the VIP's (Very Involved People) come in. VIP's may serve in many different capacities:

- As a homeroom parent in charge of class parties and field trips.

- Parents who can assist in the athletic program or have particular hobbies that can be shared with students.
- Decorate classrooms
- Provide transportation for field trips
- Assist in special activities

*VIP's upon arrival at school are asked to check in at the office.*

Please arrange for off campus child care for younger siblings when volunteering on campus.

Always confirm volunteer times with the classroom teacher.

### **10.3 Homeroom Parents**

We would love for every parent to be involved in some way in the class parties or field trips.

Some home room parents' responsibilities may include the following:

- Seek to involve parents in field trips and parties.
- Make phone calls for teachers to make party or field trip arrangements.
- Meet and seek to involve the new families in the classrooms.
- Encourage and pray for the teachers.

### **10.4 Responsibilities of Parents**

- Teach your child obedience from a Biblical perspective.
- Be sure your child attends school regularly and promptly.
- Participate in meaningful parent teacher conferences to discuss your child's school progress and welfare.
- Report and explain all absences and tardies in accordance with school policy.
- Attend parent-training workshops for home reinforcement.
- Be sure your child is appropriately dressed in accordance with the school dress code at school and at school related activities.
- Encourage and lead your child to develop proper study habits at home.
- Discuss report cards and school assignments with your child.
- Keep informed of school policies and academic requirements of school programs.
- Sign and return all student work sent home for parent information.
- Cooperate and communicate with the school principal and teachers.
- Participate in activities during the year in which parents will be invited. Each event will be important to your child. Please make every effort to attend.
- Do not allow your child to bring **toys or personal property** from home to school. Exceptions to this are children's "show and tell" days.
- Establish a reasonable, regular bedtime and start the day with a good breakfast so your child will be in top physical shape for the day.
- Limit your child's television viewing/video game playing and find opportunities to read with your child.
- Praise your child for the activities and work he brings home from school.

### **10.5 Use of Alcoholic Beverages/Tobacco Products at School Functions**

It is the policy of Covenant Christian Academy to prohibit the consumption of alcoholic beverages at any school sponsored events. In addition please refrain from using tobacco products on the CCA campus.

## **Section 11 - Fund Raising**

### **11.1 Fundraising Participation**

It is required of all CCA families to participate in school fundraisers. To balance the financial needs of CCA beyond the tuition, the CCA Board of Directors and the administration will establish fund raisers for the fall and spring semesters. CCA's Student Council, Intermediate class and Junior High will hold fundraisers for special projects and end-of-the-year field trips.

### **11.2 Donations**

Covenant Christian Academy has many financial needs to be met in order to provide facilities for our students. Parents, grandparents, and friends of CCA may donate to our Colonial Holiday Festival or Annual Spring Gala.

Donations to CCA may be given in the following ways:

- Monthly pledge
- Cash gift
- Gifts of other value (real estate, royalties, securities, life insurance, personal property, etc.)

Such gifts represent an investment not only in the school, but in our most valuable assets and precious resources, which are our children and future generations. It is our prayer that you might take personal responsibility to help in this huge undertaking. Covenant Christian Academy is filed as a 501-(C)(3) non-profit educational organization; therefore your contribution is tax deductible.

### **11.3 Memorial and Honorarium Gift Programs**

Covenant Christian Academy encourages its families to make use of our Memorial and Honorarium Gift Programs. An honorarium gift to CCA may be used to honor a relative or a friend at such times as anniversaries, birthdays, births, graduations, retirements, weddings, holidays and other special occasions. Memorial gifts are given to honor the memory of a deceased friend or loved one. The honoree, or family of the one whose memory you honor will be sent a formal Covenant Christian Academy acknowledgment card recognizing your thoughtful gift to CCA in their honor. The amount of your gift is never revealed. All gifts may be designated to the department of your choice (i.e. building fund, library, athletics, etc.).

Covenant Christian Academy  
4201 N Ware Rd  
McAllen, TX 78504

#### AHERA Notification to Parents, Guardians and Employees

In accordance with 40 CFR Part 763 of the Asbestos Hazard Emergency response Act (AHERA) Section 763.93 pertaining to the Asbestos-in School Identification and notification rule, the Covenant Christian Academy district hereby notifies all concerned parties of the availability of the Asbestos Management Plan of the District.

The plan and a copy of inspections and assessments are available for review during office hours, Monday through Friday, in the main office. Should any interested parties desire to view the plan, please contact the Principal. The Management Plan includes inspection and physical assessments reports, a training program for our custodial and maintenance personnel, plans and procedures to be followed to minimize disturbance of any asbestos-containing materials, and a program for regular surveillance of asbestos-containing materials. Every three years, an accredited inspector will conduct an inspection of all known or assumed asbestos containing building materials to determine whether their condition has changed and to make recommendations on managing or removing them.

The results of the inspection and laboratory analysis of the samples have confirmed the presence of asbestos-containing materials in portions of our school facilities. It is important to note that these materials are in a form and condition that do not pose an imminent health threat to students, staff and visitors. Uncontrolled asbestos contamination in buildings can be a significant environmental and health problem. In 1986, Congress enacted the AHERA primarily to require school districts to identify asbestos-containing materials, and to take appropriate actions to control the release of asbestos fibers.

As required by 40 CFR Part 763.92, a six month periodic surveillance will be conducted to check the condition of asbestos-containing materials, and to determine if any action is needed. The Asbestos Management Plan will be maintained continually and notification of the availability of the plan will be issued each year.

# Appendix

# Appendix A

## Covenant Christian Academy

2023-2024 Faculty and Staff

### CCA Office Staff

Head of School	Milton Gonzalez
K-12 Principal	Maria Bridwell
Preschool Coordinator	Diana Bivens
Financial Officer	Marianne Larson
Administrative Secretary/Admissions	Julie Thornton
Front Office Secretary	Jennifer Vega

### CCA Staff

Security/ Grounds Supervisor	David Gonzalez
Maintenance	Dennis Hulstine
Maintenance	Jennifer Clark

### **Elementary Staff**

1.	K5 Teacher	Ayleen Alanis
2.	K5 Teacher	Ileana Ortiz
3.	1 <sup>st</sup> Teacher	Liliana Elizondo
4.	1 <sup>st</sup> Teacher	Tammy Neie
5.	2 <sup>nd</sup> Teacher	Arianna Lopez
6.	2 <sup>nd</sup> Teacher	Janine Garza
7.	3 <sup>rd</sup> Teacher	Melissa Rada
8.	3 <sup>rd</sup> Teacher	Samantha Sada
9.	4th Teacher	Yesenia Tamez
10.	4th Teacher	Kristi Chan
11.	5 <sup>th</sup> Teacher	Kevin Raleigh
12.	5th Teacher	Karla Rodriguez
13.	P.E Teacher	Mario Molina
14.	P.E Teacher	Alex Bowyer
15.	IT Department	David Gonzalez



16.	Music/ Computer Teacher	Tina Coddington
17.	Spanish	Chely McBain
18.	Library	Ruby Arevalo
19.	Art	Claudia Brizuela
20.	STEM	Kira Corona
21.	3rd-5th Choir Teacher	Thelma Chapa
22.	3rd-5th Orchestra	Sam Heredia
		Sarah Heredia

# Appendix B

## Covenant Christian Academy

### 2023-2024 Office Staff and Teacher Email Addresses

#### CCA Administration Staff

Milton Gonzalez	mrg@ccamcallen.com
Maria Bridwell	msbridwell@ccamcallen.com
Diana Bivens	msdiana@ccamcallen.com
Marianne Larson	mslarson@ccamcallen.com
Julie Thornton	msjulie@ccamcallen.com
Jennifer Vega	msjennifer@ccamcallen.com

#### Elementary Staff

Ileana Ortiz	msileana@ccamcallen.com
Ayleen Alanis	msayleen@ccamcallen.com
Tammy Neie	mstammy@ccamcallen.com
Liliana Elizondo	msliliana@ccamcallen.com
Arianna Lopez	msarianna@ccamcallen.com
Janine Garza	msjanine@ccamcallen.com
Melissa Rada	msmelissa@ccamcallen.com
Samantha Sada	mssamanthas@ccamcallen.com
Kristi Chan	mskristi@ccamcallen.com
Yesenia Tamez	mstamez@ccamcallen.com
Karla Rodriguez	mskarla@ccamcallen.com
Tina Coddington	mstina@ccamcallen.com
David Gonzalez	mr david@ccamcallen.com
Mario Molina	mrmolina@ccamcallen.com
Claudia Brizuela	sraclaudia@ccamcallen.com
Chely McBain	mschely@ccamcallen.com
Kira Corona	mskira@ccamcallen.com

**Appendix C**  
**Covenant Christian Academy**  
**2023-2024**  
**Board Members**

Rudy Beltran	President
Joel Garcia	Treasurer
Marta Arias	Secretary
Kare Opaneye	Member
Kimberly Gonzalez	Member
Adrian Alonzo	Member
Vanessa Guzman	Member

# Appendix D

## PARENTAL AGREEMENT

1. PHILOSOPHY: We have read the Statement of Faith, Philosophy Statement, the Mission Statement and the educational objectives of Covenant Christian Academy, and by signing this parental agreement, do pledge to support and cooperate in any way at home and at school to enhance and fulfill those ideals.
2. PARENTAL INVOLVEMENT: It is essential to recognize that the philosophy of our school depends on active parental involvement, as outlined in Covenant Christian Academy's Parent Support Program requirements. This mandatory program includes participation in fundraising activities, attendance at school functions and parent meetings, adherence to the homework policy, staying informed about school communications, and maintaining open communication with our child's teacher(s). We further acknowledge that in today's complex society, certain circumstances may arise wherein school authorities reasonably determine that a child's attendance at the school poses an unacceptable security risk or that a student and/or parent's disruptive behavior, including but not limited to, verbal abuse, physical altercations, persistent disruptions during school activities, display of disrespectful conduct towards staff, parents, or others, engaging in actions that are divisive, or any other actions that significantly undermine the harmony and safety of the educational environment, is detrimental to the school's mission and principles. In such cases, the school reserves the right to request the immediate withdrawal of the family.
3. DISCIPLINE AND CONDUCT: The school shall have authority to require our child to comply with all school policies. We agree that we will fully cooperate with the school in maintaining the highest standards of civility for our child. We understand that our child's continued unacceptable behavior could result in expulsion from school. We further understand that the decision of the Principal in all matters of student discipline is final.
4. DAMAGES: We will pay for damages caused by our child.
5. ACTIVITIES: We give permission for our child to participate in all school activities.
6. LIABILITY: We release Covenant Christian Academy for all liability, except negligence, while our child is under school care and responsibility.
7. PLACEMENT: We understand that the school has full discretion in the class placement of our child and the school pledges to work closely with the parents in this placement.
8. GRIEVANCES: We pledge our loyalty to the aims and ideals of the school and will bring any and all questions and concerns directly to the appropriate teachers so that they may be properly considered by those in authority. Further questions and concerns are resolved using principles outlined in the Holy Scriptures (Matthew Chapter 18). Please read the Student Handbook.
9. FINANCIAL AGREEMENT: We agree to fulfill all financial obligations promptly. We understand that the tuition payment is to be made in compliance with the tuition plans offered.

10. WITHDRAWAL: I agree that should I choose to withdraw my child during the year, I will make an appointment with the school office to sign the proper withdrawal forms. I understand that I am responsible for the tuition for the entire month during which we withdraw.
11. DRESS CODE: We agree to support the school's dress code.

## **STATEMENT OF PHILOSOPHY**

Educational method, techniques, and curricula are based upon an explicit philosophy of education. The philosophy of education in turn is determined by the underlying philosophy of life that the school holds as a frame of reference and scale of values. This view of life and the world becomes the foundation upon which the super structure, the philosophy of education, is erected.

The foundation of a Biblical view of life is the infinite personal God who has spoken, who created all things and by whom all things cohere. God is here and He is not silent. He is Creator and Sovereign of the universe.

Man was created in the image and likeness of God. Man was created in the likeness of God in order that he could objectively see the glory of God in all things of creation. Man was created in the image of God in order that man might subjectively glorify God in whatever man does in thought, word, and deed.

Every person is created in the image of God, and that human sexuality reflects that image in terms of intimate love, communication and fellowship. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and for revealing the truth that such relationship is of one God with one people. Therefore God's plan for human sexuality is that it is only to be expressed in a monogamous lifelong relationship between one man and one woman within the framework of biblical marriage. This is the divinely designed relationship for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship. This is validated by Gen. 1:27-28; 2:18, 20, 23-24; Isa. 54:4-8; 62:5b; Jer. 3:14; Ezek. 16; Hosea 2; Mal. 2:14; Matt. 19:4-6; Mark 10:9; John 2:1-2, 11; 1 Cor. 9:5; Eph. 5:23-32; 1 Tim. 5:14; Heb. 13:4; and Rev. 19:7-8.

Man, being finite, can never spin truth out of his head of his own volition; man always needs primary data. God has given to man truth about God, truth about man, truth about the universe, and truth about how all things stand in relationship to each other. This is content full knowledge which man desperately needs. The knowledge of God's truth makes a difference both practically and normatively. Practically, as man attempts to control reality; normatively, as man attempts to live the good life and to be what he should be and act as he should act.

The Bible - the Old Testament and the New Testament is the Word of God. Being the Word of God, the Bible is infallible and is inerrant. The Bible is God's communication of propositional truth to man. The Bible is truth, which God guarantees.

Man and the universe are defined and interpreted by God. All of life is what God says it is. The reality of every area is properly investigated and understood only through the perspective of the Word of God - the Bible.

Within the framework of the foregoing assertions of a Christian life and world view, Covenant Christian Academy's philosophy of education emerges.

What was man made for? He was made to know God. What aim should man set for himself in life? His aim should be to know God. What is the best thing in life, bringing more joy, delight, and contentment than anything else? The best thing in life is the knowledge of God.

What is wrong with man? Sin is what is wrong with man. Sin evokes the wrath of God. Sin is the basic evil from which man needs deliverance. Man's relationship with God is broken because of sin.

What is the prescription for putting man right? Jesus Christ, Son of God, Savior. God loved the objects of his wrath so much that He gave His own Son to the end that He, by His blood, should make provision for the removal of God's wrath. God hath laid on Christ the iniquity of us all. We have peace with God through Jesus Christ or Lord. Man's relationship with God is made whole because of Christ.

How shall a redeemed man live? A redeemed man should live under the Lordship of Jesus Christ, empowered by the Holy Spirit.

Once we know the purpose of a man's life, once we know what is wrong with man, and once we know how a man can be put right, we can proceed to fit the man for living the abundant life. This is the task of Christian education.

In summary, the mission of Covenant Christian Academy is to present the whole truth for the whole of life under the Lordship of Jesus Christ for the Glory of God.

# Appendix E

## STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inherent Word of God. (II Timothy 3:15, II Peter 1:21)
2. We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the deity of Christ. (John 10:33)  
His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35)  
His sinless life (Hebrews 4:15, Hebrews 7:26)  
His miracles (John 2:11)  
His vicarious and atoning death (I Cor. 15:3, Eph. 1:7, Hebrews 2:9)  
His ascension to the right hand of the Father (Mark 16:19)  
His personal return in power and glory (Acts 1:11, Rev. 19:11)
4. We believe in the absolute necessity of regeneration by the Holy Spirit from salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:9, Phil 2:8-10, Titus 3:5)
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, I Cor. 3:16, I Cor. 6:19-20, Eph. 4:30, Eph. 5:18)
8. We believe that man was created in the image of God and defines marriage as the permanent, exclusive, comprehensive, and conjugal "one flesh" union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33)
9. We believe from the moment of fertilization until natural death, every human life is sacred because every human life has been created by God, in His image and likeness. The right to life and physical integrity of every unborn human life is

inviolable- it is not a concession made by society or the state, but is instead inherent to the unborn human life by virtue of its creation in the image of God. (Genesis 1:26-27, Isaiah 44:1-2, Exodus 20:13, Psalm 139:13-16)

## Appendix F

### THE MATTHEW 18 PRINCIPLE FOR SOLVING PROBLEMS

A Christian school is made up of people - students, teachers, administrators, and parents. Like any other group, the potential for misunderstanding, disagreements and even wrongdoing are present. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, "A new command I give you: Love one another. By this all men will know that you are my disciples, if you love one another."

Due to our human nature we may at times have irritations, misunderstandings or strong disagreements. In Matthew 18: 15-17 Jesus gives His formula for solving person-to-person problems. The following are the words of Jesus:

"If your brother sins against you go and show him his fault, just between the two of you." If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector." (Matthew 18:15-17)

There are several clear principles that Jesus gives us in this passage concerning solving people-to-people problems.

Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "With his mouth the godless destroys his neighbor, but through knowledge the righteous escape." (Proverbs 11:9)

Keep the circle small. "If your brother sins against you go and show him his fault, just between the two of you." The first step and most often the only step needed in solving a personal problem is for one of the two people involved to initiate a face-to-face dialogue.

Be honest. It is important to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. However, restoration can only come when the issues are lovingly yet clearly presented. The Scripture says, "Wounds from a friend can be trusted." (Proverbs 27:6)

Be forgiving. "If he listens to you, you have won your brother over." This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, "Brothers, if someone is caught in a sin, you who are spiritual should restore him gently." Forgiveness and restoration are the normal, happy conclusions.



Most problems are solved at the two-people level. However, if the individual will not "hear" you, or openly disagrees with your version of the problem, you move to the next step of the Matthew 18 principle.

For example if, as a parent in our school you are unhappy with a teacher because you believe your child is being treated unfairly, meet with the teacher and talk together. If you are not satisfied with the outcome of your discussion, the next step in the Matthew 18 Principle would be for the parent and the teacher to share the matter with the Principal. Jesus said, "Take one or two others along, so that every matter may be established...". Both the parent and the teacher must discuss their concerns about the issue or issues with the Principal. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter, and also be willing to receive reproof and correction, if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

If a solution is not agreed upon among the parent, teacher, and Principal, this group shall meet with the board. Each person should share his/her concerns with the board. After prayer and discussion, hopefully a solution acceptable to all parties will be reached, and restoration will be forthcoming.

It is estimated that 80% of school problems are solved at the two-people level. Another 18% of school problems are solved at the three and four people level, which includes the school's administration. This leaves a 2% to be resolved at the level of the school board. The board represents the church, or church community. If a problem has not been resolved by the previous actions, the principal will explain the problem to the chairman of the school. Depending upon the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present and discuss the problem with him. If there is still no resolution, the board chairman may request that all parties present the issue(s) to the school board.

The goals of the board are 1.) A clear understanding of the problem 2.) Solving the problem; 3.) Reproof and correction if necessary; and 4.) Forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 Principle requires that parents talk to teachers about student problems before they talk to administration. If unresolved at the two-people level, the matter is prayerfully and in an orderly fashion, moved upward in the school's organizational structure. This is the Biblical way of solving people-to-people problems.

Matthew 18 Principle shall also be applied by board members in the same manner. Problems or concerns should first be shared with the Principal. If unresolved, the matter should be discussed with the school board committee having responsibility for the area concerned, and finally, if satisfaction has not been reached, the issue should be brought before the entire board. As stated above, keeping the matter confidential and straight-forward, and in the spirit of forgiving is the formula Jesus gave us.

A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way. The world's methods of solving school problems are inconsistent with these principles. Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. This is not possible if all parties follow the Matthew 18 Principle of solving school problems.

# Appendix G

## CONFLICT RESOLUTION FORM

**The policy of the Covenant Christian Academy regarding confrontation and conflict resolution will reflect a Christ centered and an authoritative Biblical approach. Based on this policy the goals of the Conflict Resolution Policy will be to:**

1. Prayerfully and carefully examine the factual basis for any disagreement.
2. Examine our hearts and motives, before God prior to addressing an issue with a brother or sister.
3. Be confident that we are not working from a self-centered or defensive posture, but that we are, out of love, bringing an issue to a brother or sister, which will help and strengthen them as well as restore unity to the body.
4. Approach the situation with the scriptural knowledge necessary to correctly handle disputes among Christians.
5. Follow the scriptural guidelines (i.e. Matt. 18) for conflict resolution within the body.
6. Accept God as the ultimate authority for the outcome of the confrontation.
7. While our Conflict Resolution policy grants discretionary judgment to the Principal and Board President at specific points in the process, you may make a final appeal to the full Board of Directors after the formal process has been completed.

In order to document your concerns, please complete the following:

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

1. Who has been most directly involved in this dispute? \_\_\_\_\_
2. Have you gone to this brother or sister one on one? \_\_\_\_\_
3. If so, when? \_\_\_\_\_
4. Have you read Covenant Christian Academy's Conflict Resolution Policy? \_\_\_

5. Please outline the specific details of your concerns on a separate piece of paper. Describe the steps you have already taken to seek resolution of the problem.

## **Appendix H**

# **Covenant Christian Academy**

## **School Song**

**We stand for what is right and true  
We stand for victory  
For God is our eternal light  
His light for all to see**

**The colors we wear red, gold and blue  
Will always dare to show  
Of our highest call to life  
In Him that we should know**








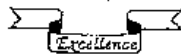
**The thing that we hold close and dear  
To make our visions True  
To always have the mind of Christ  
We of the Red, Gold and Blue**

*Written By Dean McNallen*

# Appendix I



## CCA Crest Symbols

	Sword	A Standard; The Truth; The Sword of Faith; The word of God <i>2pt 6:17</i>
	Doves & Olive Branches	Hope and the belief that God keeps his promises <i>Gen 8:8-11</i>
	Shield	Shield of Faith <i>2pt 6:16</i>
	Crown	God's Established Kingdom <i>Isaiah 9:6-7</i>
	3 Books	Wisdom; Knowledge; Understanding <i>Prov 2:1-7</i>
	Cross	Sacrifice, Obedience <i>Phil 2:5-11</i>
	Tree	Like a Tree, grounded & planted, in the word of God <i>Psalms 13 Jer. 17:3-8</i>
	Banner of Excellence	Striving for Excellence in all that we do <i>Phil 1:9-10</i>

## **Appendix J**

# **Bible Pledge**

**I pledge allegiance to the  
Bible God's Holy Word. I  
will make it a lamp unto my  
feet and I light unto my path,  
I will hide its Word in my  
heart that I might not sin  
against God**